

DPW Commission Meeting
Wednesday, February 24, 2016, 7pm
Conference Room A, Town Hall

In attendance were Chairman Sena and Commissioner Reed; Commissioner Gardner will be arriving late.

7pm - Approval Items:

Commissioner Reed moved to approve the February 10, 2016 minutes, seconded by Chairman Sena,
Vote: 2-0, motion approved.

Commissioner Reed moved to approve the January 6, 2016 minutes, seconded by Chairman Sena,
Vote: 2-0, motion approved.

7:10pm – New Business:

Request for Sewer Connection – Jerden’s Lane Extension Lot: John Porter, 227 Granite Street, Unit 2B, is here with a request to tie into the town sewer for the property on Jerden’s Lane Extension, Lot #25A and Map 23. They would like to use a grinder pump to run the length of the road which is approximately 550 feet from the edge of the property to the edge of the pavement where the town sewer line begins at the driveway of 58 Jerden’s Lane.

Director Parisi said this isn’t an already developed parcel with a failed system, and it’s not as though we are up against it at the moment with our capacity but we need to remain aware of our capacity. The home owners would be responsible. We don’t want to another property owner to run another line to tie in when one line is fine. There is a maintenance agreement that goes along with other people tying into a line someone else put in. The town would want to see the maintenance agreement, the Porter’s would need to give permission for someone else to tie and they would expect a reasonable sharing of the expense.

Chairman Sena moved to approve the request for a sewer extension down Jerden’s Lane Extension (Lot 25A, Map 23) from John Porter for a potential purchase of the property subject to the receipt of stamped engineering plans, proper easements to get the sewer line in the roadway, and Conservation Commission and other town boards approval, that they don’t conflict with other utilities that may be there; this approval is for John Porter; not the property, Commissioner Reed seconded, Vote: 2-0.

Establish Fat, Oils and Grease (FOG) Permit Fee: This pertains to the inspection of restaurants with grease traps; Gary LeBlanc is the FOG coordinator. The town issues approximately 44 permits annually (restaurants, school, apt complexes, etc.); an annual Fee of \$75 is proposed. Commissioner Reed moved to establish the FOG permit fee at \$75/annually, seconded by Chairman Sena, Vote: 2-0.

Public Hearing on Sticker Fees:

Commissioner Reed moved to open the public hearing for the establishment of sticker fees, seconded by Chairman Sena, Vote: 2-0.

J. Parisi distributed a spreadsheet detailing parking sticker and transfer station sticker revenue. Director Parisi said the bulk of the stickers are purchased from April to June each year. He said we are pretty much on track with projections.

Commissioner Reed said he is in favor of leaving the fees the same as last year. He said as long as we can hold them, we should not increase the fees. He said commercial operations paid more for trash removal years ago, but that isn't the case anymore. J. Parisi said we can talk about that for subsequent years.

Z. Seppala, Granite Street, said the town receives funds for paper. J. Parisi said there are costs associated with that at this point for the town. If there are high volume users, we might be able to justify charging them more for a one-time item.

Commissioner Reed said it was stated in the Boston Globe that the national average on recycling was 34%. He inquired what Rockport's average is. Those numbers were not available tonight.

Commissioner Reed moved to close the public hearing, seconded by Chairman Sena, Vote: 2-0.

Commissioner Reed moved to leave the sticker fees at the same rate as the prior year, seconded by Chairman Sena, Vote: 2-0.

Commissioner Reed moved to set the rates as follows:

Resident parking sticker	\$ 35
Senior citizen parking sticker	\$ 25
Non-resident beach sticker	\$150
Transfer Station flat fee	\$160
Senior Citizen Transfer Station flat fee	\$115
2 nd Transfer Station flat fee	\$ 35
Pay-as-you-Throw	\$ 35
2 nd Pay-as-you-Throw	\$ 20
8 gallon bag	\$0.40
15 gallon bag	\$0.80
39 gallon bag	\$1.70

Seconded by Chairman Sena, Vote: 2-0.

Ongoing Business:

FY 17 Budget: Director Parisi mentioned the loss of the part time clerk at \$13,000 annually; he said this is a loss to the office; he doesn't know who might be able to take this function over. He said there are a good number of residents who are purchasing their stickers on line through City Hall Systems and the stickers are mailed to their home.

Ongoing Capital Projects:

DPW Facility Design Development Project: How to present this at Town Meeting was discussed. Part I is Design and Part II is Construction. The design would be a lesser amount first.

8pm: Commissioner Gardner arrived.

Part II would be a funding request for construction. Commissioner Gardner said he had received an email from Bill Wagner from the Finance Committee, W. Wagner told J. Gardner that they thought they could move forward without a debt exclusion on this. He said W. Wagner recommended it was split between two parts; the design phase would take approximately 10 months. He was concerned we wouldn't have enough specificity on the construction costs. T. Olson said the design phase should take about six months once a designer is hired. If it goes to bid too late, the costs will increase. Commissioner Gardner said Fall Town Meeting shouldn't be used for those types of appropriations. The design phase would be the winter of 2016, and April town meeting for debt exclusion, we will have to wait for winter of 2017 to put it out to bid. Commissioner Gardner said in 2013 an estimate of \$5.4 was received from Weston & Sampson; however that plan required that we would continue to use the existing structure for storage. He said if the Finance Committee thinks we can get the design portion of it completed without debt exclusion, that's a good thing, then it should go forward. Chairman Sena said he is not in favor of splitting it into two phases. Commissioner Reed said we need to hold more open houses. If the design includes housing all the employees from the DPW department from Town Hall to the new facility; that could help the town years down the road. Director Parisi said public presentations with a model are planned; a model is being worked on. Commissioner Reed said when the DPW meets with the Board of Selectmen an agenda item should be FaceBook. It was stated that the archival software is costly and the town will wait until the FaceBook page can be town-wide for all departments. It was questioned if the DPW can pay for one page and do it independently. It was stated that the Town of Danvers DPW department uses FaceBook to communicate with residents. Next week another meeting with Weston & Sampson is planned, Wed. 3/16 could be another presentation at the library at 7pm, 3/12 could be the next tour of the existing DPW barn, and another tour on Saturday 3/19 at 10am. Commissioner Gardner commented that the existing facility could be cleaned up a bit, there are a lot of items stored there that he questions whether they really need to be. He said the residents shouldn't see a lot of scrap lying around during the tours. T. Olson said Jeff Alberti from Weston & Sampson is planning on attending Town Meeting. The next DPW Commission meeting is scheduled for 3/23/16.

Update on Capital Projects:

Granite Pier is complete

Pigeon Cove is ongoing; FEMA has obligated \$3.5M

Back Beach, we have the Project Worksheet and we are finalizing documents. The Town Accountant and Town Administrator will discuss the timeframe with Director Parisi.

Commissioner Gardner spoke about Fleet Mgmt. Software similar to the pavement management software, to track the quality, maintenance, etc. of the town's vehicles. He also inquired if there is water testing being conducted out of the taps rather than just the plants. Director Parisi said yes we do; and he said there are no town lead pipes.

8:50pm: Commissioner Reed moved to adjourn, seconded by Commissioner Gardner, Vote: 3-0.

Tickler List:

Cell tower lease funds

Green Communities/Energy efficiency

Sewer use regulations

Transfer Station Redesign

DPW Facility

Plowing of Private Roads

Paving Plan

FaceBook Discussion